## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/22/15 CLOSING DATE: 11/02/15 (4:30 PM)

SCDC INTERNAL TITLE: SGT II SCDC POSITION #: 011125

HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM LOCATION: MACDOUGALL CORRECTIONAL INST., RIDGEVILLE (BERKELEY) LEVEL 2

STATE JOB TITLE: CORRECTIONAL OFFICER II STATE JOB CLASS: JD35

BAND: 04 SALARY RANGE \$ 026139 - \$ 048361 SPECIAL INCENTIVE: YES

LEVEL: D SALARY RANGE \$ 029408 - \$ 046527 SCEIS POSITION #: 61020812

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN CORRECTIONAL,

SECURITY OR POLICE WORK.

## AGENCY PREFERRED QUALIFICATIONS:

TWO YEARS EXPERIENCE IN CORRECTIONAL, SECURITY OR POLICE WORK.

CERTIFIED BY THE TRAINING ACADEMY AND COMPLETION OF THE BASIC SUPERVISORY COURSE WITHIN SIX MONTHS OF ENTRY INTO THE POSITION.

## DESCRIPTION OF DUTIES:

UNDER THE SUPERVISION OF THE ENVIRONMENTAL HEALTH & SAFETY OFFICER (EHSO), SERVES AS THE COMPLIANCE SERGEANT. COORDINATES ANNUAL REVIEWS OF POLICIES, POST ORDERS & INSTITUTIONAL PLANS; MONITORS, INSPECTS AND REVIEWS INSTITUTIONAL OPERATIONS (REPORTS, FORMS, LOGBOOKS, ETC.) PERFORMS WEEKLY/MONTHLY INSPECTIONS AND AUDITS IN A MEDIUM SECURITY FACILITY. OTHER DUTIES AS ASSIGNED.

## COMMENTS:

SHIFT/WORK ASSIGNMENT SUBJECT TO CHANGE.